



### JOB DESCRIPTION

Role Title	Department	Reports to
Head of Year – Sixth Form	Teaching & Learning	Deputy Headteacher – Post-16

#### **PURPOSE**

The Head of Year – Sixth Form plays a key pastoral and academic leadership role within the Sixth Form. They are responsible for ensuring the wellbeing, personal development, behaviour, progress and overall success of students across Years 12 and 13. The postholder will lead the mentoring team, oversee attendance and punctuality, coordinate enrichment and personal development programmes, and play a central role in supporting student progression routes including UCAS, apprenticeships and employment.

#### **DIMENSIONS**

Direct Reports	Budget Responsibility
Sixth Form Mentor Team	None

#### **PRINCIPAL ACCOUNTABILITIES**

##### **Pastoral Leadership & Student Welfare**

- Provide high-quality pastoral support for all Sixth Form students, maintaining a visible and approachable presence.
- Monitor student wellbeing, behaviour, conduct and engagement, intervening promptly and effectively when concerns arise.
- Lead on safeguarding matters within the year groups, liaising with the DSL as appropriate.
- Develop strong relationships with students, parents and carers to ensure excellent communication and support.

##### **Attendance, Punctuality & Academic Monitoring**

- Monitor attendance and punctuality across Years 12 and 13, implementing strategies and interventions to promote high standards.
- Work alongside the Associate Assistant Headteacher to track academic progress using assessment data, report cycles and teacher feedback, identifying students requiring targeted intervention.

##### **Leadership & Line Management**

- Line manage the Sixth Form Mentor team, ensuring consistency, high expectations and effective pastoral support.
- Provide training, guidance and performance oversight for Mentors, including regular briefings and updates.
- Support the delivery and quality assurance of the Sixth Form tutor programme.

### **Personal Development & Enrichment**

- Oversee the Sixth Form Personal Development curriculum, ensuring it is sequenced, relevant and aligned with statutory guidance.
- Lead the Enrichment Programme for both year groups, ensuring students experience a broad range of activities that build confidence, independence and employability.
- Organise guest speakers, workshops, assemblies and external events that support students' personal growth and future aspirations.
- Promote opportunities such as volunteering, leadership roles, work shadowing and super-curricular experiences.

### **Post-18 Progression & UCAS**

- Work alongside the Deputy Headteacher – Post-16 to co-ordinate the UCAS process for the Sixth Form, including:
  - guiding students through application stages,
  - coordinating predicted grades and references,
  - ensuring quality and consistency of subject references,
  - supporting students applying to competitive courses such as Medicine, Oxbridge and Russell Group universities.
- Oversee alternative pathways including apprenticeships, employment routes and gap year planning.
- Work closely with the Deputy Headteacher – Post-16 to ensure all students receive tailored advice and guidance.

### **Behaviour, Standards & Culture**

- Uphold and promote the values, expectations and culture of the Watling Sixth Form.
- Ensure the highest standards of behaviour, dress code compliance and conduct.
- Lead behaviour interventions and sanctions where necessary.
- Model professionalism and a strong pastoral presence at all times.

### **Events & Communication**

- Work with the Deputy Headteacher to run Sixth Form events such as induction, results day, information evenings, celebration events and parent meetings.
- Communicate regularly and professionally with parents, carers and external agencies.
- Contribute to the development of Sixth Form policies, handbooks and communication materials.

### **Administration, Compliance & Organisation**

- Maintain accurate records of attendance, behaviour, safeguarding, interventions and progression information.
- Ensure timely reporting and data collection in line with school processes.

## **PERSON SPECIFICATION**

Qualifications/Education/ Training	<ul style="list-style-type: none"><li>• Qualified Teachers Status (QTS) (Essential)</li><li>• Minimum Grade C or above in GCSE English &amp; Maths (Essential)</li></ul>

Knowledge/Experience	<ul style="list-style-type: none"> <li>• Strong pastoral experience and a commitment to student wellbeing (Essential)</li> <li>• Experience supporting Sixth Form students (Desirable)</li> <li>• Knowledge of safeguarding and academic monitoring systems (Desirable)</li> <li>• Experience leading enrichment or personal development programmes (Desirable)</li> <li>• Insight into post-16 pathways, including UCAS and apprenticeships (Desirable)</li> </ul>
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none"> <li>• Ability to lead, motivate and manage a team (Essential)</li> <li>• Excellent communication skills with students, staff and parents/carers (Essential)</li> <li>• Strong organisational skills and the ability to meet deadlines (Essential)</li> </ul>

### Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: ..... SIGNED: .....